



## Privacy

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### **Privacy Policy Statement for the arvato digital services**

Protecting our users' personal data is an important concern for arvato digital services. All of arvato digital services web activities are conducted in accordance with applicable data protection legislation and the GBDe Recommendations issued by the Information Commissioner's Office. This privacy policy governs the treatment of the information that arvato digital services gathers on you when you visit this website.

### **Collection and Processing of Personal Data**

Personal data is information that identifies you, e.g. name, address, e-mail or postal addresses. arvato digital services will only collect personal data from you except when you specifically request ordering information material.

### **Use and Divulgence of Personal Data**

arvato digital services will use your personal data exclusively for the purposes of technical Web site administration, to give you access to our services, to provide you with information, or for general communication with you. arvato digital services will neither sell your personal data to third parties nor disclose it to them. The employees of arvato digital services are duty-bound to maintain the confidentiality of your data and abide by Bertelsmann's data protection policy.

### **Freedom of Choice**

You control the information you provide arvato digital services with. However, if you choose not to share your information with arvato digital services, please be aware that you may be unable to use certain areas of the Web site. If your personal information (e.g. name, address, e-mail, postal address), please e-mail the character reference services in order to correct or update your personal information.

### **Automatically recorded information (non-personal)**

When you access the arvato digital services Web site, non-personal information (Internet browser used, number of pages viewed, time spent on site, pages viewed) is recorded automatically. This information is used to gauge our Web site's performance and to improve its content and functionality. Your data is not sold to third parties and is not transmitted to third parties.

### **Cookies**

Cookies are tiny files that are temporarily stored on your computer when you use our site to recognize your computer the next time you visit our services Web site. arvato digital services uses Cookies to collect information concerning the use of our Web site. Cookies contain no personally identifiable data, so your privacy is ensured. Depending on your settings, you may be automatically accept Cookies. However, you may change your settings at any time and choose to access arvato digital services without accepting Cookies.

### **Security**

arvato digital services takes great care to ensure the security of your data. Your data is conscientiously protected from loss, distortion/falsification, manipulation and unauthorized disclosure.

### **Minors**

arvato digital services strongly advises all parents and guardians to ensure the safe and responsible handling of personal data of their children on the Internet. Minors should not transmit any personal data to arvato digital services Web sites without the permission of their parents. arvato digital services will never knowingly collect personal data from minors, or use it in any way, or disclose it to third parties.

### **Links to other websites**

This statement on privacy protection applies for the [www.arvatodigitalservices.com](http://www.arvatodigitalservices.com) website hosted by arvato digital services. The Web pages in this homepage may contain links to other websites within and outside the arvato AG, to which this privacy statement does not extend. When you leave arvato digital services Web site, please be aware of and read the privacy statements of each website that collects personally identifiable information.

### **Right to information**

If you have questions concerning our privacy protection or if your personal data is processed, please feel free to contact our Data Protection representative.

Bertelsmann AG  
Data Protection Department  
Carl-Bertelsmann-Str. 270  
33311 Gutersloh

Germany

E-Mail: [datenschutz@bertelsmann.de](mailto:datenschutz@bertelsmann.de)

Upon request, you will promptly be informed - in writing - of the applicable legislation - which of your personal data, if any, is processed during your visits to arvato digital services websites.

**Notification of changes**

Any changes to our privacy policy will be posted to the homepage, and any other places we deem appropriate.

